

## **Procedures For Preliminary Plat Review And Final Subdivision Plat Approval**

### **Criteria For Preliminary Plat Plan Review/ Final Subdivision Plat Sign-off**

- ☐ 1. Show the entire parcel to be subdivided.
- ☐ 2. Show street names (existing and proposed), right-of-way widths (existing and proposed), width of pavement (existing and proposed; face to face of curb) and pavement type (existing and proposed) affected or created by the proposed subdivision. Show the distance from the property corner to the nearest intersecting street along the right-of-way. Show the distance from the intersection of any proposed street to the intersection of the nearest existing street along the existing right-of-way.
- ☐ 3. Show lot lines with bearings and lengths and property pin locations (found and placed). Show curve data (curve radius length, chord length and bearings and delta angle) at the property lines and road center line (when applicable).
- ☐ 4. Show minimum building set back lines for all lots.
- ☐ 5. Show the area sizes for all lots in square feet and acres. Note the buildable area for all lots affected by 100-year flood hazard limits, riparian stream buffer limits or existing easements when applicable.
- ☐ 6. Show the location of any easements affecting the site existing or proposed. Note the purpose and width for all easements. Show line bearings and lengths for all proposed easements.
- ☐ 7. Show the location of existing and proposed sidewalks for all lots. Sidewalks must be installed prior to final plat approval. Note sidewalk widths existing and/or proposed. Note existing or proposed sidewalk width. The back of sidewalk for proposed sidewalks shall be shown at the property line.
- ☐ 8. Show the location of all sanitary sewer mains and storm sewer lines and structures, existing and proposed. Show the direction of flow in existing sanitary sewers. Where applicable, all sewer lines shall be located in the center of easements. Sanitary sewer main lines shall be located, as near as is practical, in the center of proposed roads and private drives. Show the location of the sanitary sewer connection with cleanout for each lot. The required cleanout shall be located just inside the property line.
- ☐ 9. Show the location of any creeks, streams and drainage swales affecting the parcels. Show the location and limits of required riparian stream buffers (75 ft. and 25

ft. for running streams and 25 ft. for drainage swales which originate off site and drain through the site) when applicable. Show the limits of the 100-year flood hazard, the 100-year flood hazard high water elevation(s) and the required 15 ft. set-back from the 100-year flood hazard limits. For sites affected by running streams which do not have 100-year flood hazard considerations, the 100- year high water elevation for the stream shall be calculated and shown. A 15 ft. set back shall be shown from 100-year high-water limits.

- ☐ 11. **Surveyor's Acknowledgement:** The following acknowledgement shall be shown on the preliminary and final plat drawings: "It is certified that this plat is true and correct and was prepared from an actual survey of the property made under my supervision."

By \_\_\_\_\_ Registered Georgia Land Surveyors  
No. \_\_\_\_\_ Date \_\_\_\_\_  
(Acknowledgement to be signed and sealed on final plat)

- ☐ 12. **Owner's Acknowledgement:** The following acknowledgement shall be shown on the preliminary and final plat drawings:

"State of Georgia"

(City of Atlanta)

" The owner of the land shown on the this plat and whose name is subscribed thereto, in person or through a duly authorized agent having legal power of attorney, acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever, all streets, parks, roadway drains, public easements and public places thereon shown for the purposes and considerations therein expressed."

Dated this \_\_\_\_\_ Day of \_\_\_\_\_,

Owner \_\_\_\_\_ (Owner to sign statement on final plat drawings)

- ☐ 13. **Drainage Statement:** "Storm drains shown on this plat are necessary for the proper drainage of the subdivision. The City of Atlanta will not be responsible for erosion or overflow caused by the storm drains or natural drainage swales nor be responsible for extensions of the storm drains.

- ☐ 14. A thirty-five dollar (\$35.00) per lot subdivision plan review fee is due to the Department of Watershed Management prior to subdivision plat being forwarded to the Bureau of Planning for final recording. Additional fees may be required depending on the nature of the proposed subdivision.

- ☐ 15. All final plat drawings to be on 22" by 17" sheets. In final form a 22" by 17" Mylar drawing is required.

- ☐ 16. Provide two clear spaces (2.5" x 4") on plat drawing for Planning Department and

Department of Watershed Management approval stickers.

☐ 17. Other:

Whenever new streets, sanitary sewer and roadway drainage are constructed as part of the subdivision, the Department of Watershed Management must receive the following information and documents prior to final subdivision:

1. **A Final Subdivision Plat:** On a Mylar drawing showing all containing the information shown above.
2. **A Final “As Built” Sewer Plat:** Provide a Mylar drawing showing a revised and corrected sewer plan and profile drawing including the following information:
  - ☐ a. Show the plan and profile drawing along the route of all sanitary sewers. The plan and profile should indicate all special features including, but not limited to: inverted siphons, extra strength pipe, concrete encasements and sewer bridges. In addition, all stream crossings shall be shown on the profile drawings showing the stream bed elevation, the normal high water elevation and the 100-year high water elevation of the stream. The plan and profile drawings shall conform to the City of Atlanta standard detail and shall be shown in half plan, half profile format. The final sewer plan shall reflect the “as built” location of the sanitary lines and structures as determined by a re-survey of the sewer facilities after construction. All drawings shall be shown on 23” x 36” sheets. All drawing sheets shall be the same size.
  - ☐ b. The horizontal scale for profile drawings should be limited to 50 ft. to the inch maximum and the vertical scale should be limited to 10 ft. to the inch maximum. Indicate both scales on the profile drawings.
  - ☐ c. All known structures both above and below grade which might interfere with the maintenance of the sewer line shall be shown on the profile drawings including, but not limited to: gas mains, water mains, storm drains, structural fills and pavements.
  - ☐ d. Some numbering and/or lettering system shall be used to distinguish the structures on the plan and profiles for adequate identification. The sewer pipe size, sewer invert elevations at structures, the distance between structures and sewer pipe material shall be shown on the plan and profile drawings. All elevations shall be based on mean sea level elevations.
  - ☐ e. The following statement shall be shown on the plan and profile drawings: “All

sewers are sufficiently deep to serve all lots except where otherwise noted on the plans.

- ☐ f. The 100-year flood hazard or high water elevation shall be indicated on the plan and profile drawings for sewers located in flood prone areas.
  - ☐ g. The plan drawing of the sewers shall show at least one manhole tied to a property pin by showing the internal angle and distance from the center of the manhole to the property pin. In addition, each manhole shall show the deflection angle to adjacent manhole upstream.
  - ☐ h. The location of all sewer laterals shall be shown on the preliminary and final plat drawings and the “as built” sanitary sewer drawings showing the distance between the manhole and the first sewer lateral, between each lateral, and the last lateral and the next manhole for each run of pipe on both sides of the road.( when correctly shown, the distances shown on each side of the pipe will equal the length of the run of pipe.
  - ☐ i. **Engineer’s Certificate:** The final sewer plan shall contain a certificate by the engineer responsible for the sewer design showing the following statement:  
 “I certify that the data reflected on this drawing has been verified in the field and to the best of my knowledge is accurate and correct and in general compliance with the existing rules and regulations governing development of sanitary sewers in the Atlanta Metropolitan Sewer System.” \_\_\_\_\_(Seal and Signature)
3. **A Final Street Plan:** The Final “as built” street plan shall consist of a revised and corrected street profile based on a resurvey of the road elevations on Mylar containing the following information:
- ☐ a. The plan drawing shall show the names of all streets, the right-of-way width for all roads, the pavement width of all roads (face to face of curb), and the distance to the nearest intersecting road. The center line curve data for all horizontal curves shall be shown on the plans.
  - ☐ b. The profile drawing shall show the vertical alignment at the center line of the new roads based on mean sea level elevations. The profile drawing shall show the length of the road, the length of all vertical curves, and the “as built” road grades.
  - ☐ c. Note the scale for the plan and profile drawings. The minimum scale for plan drawings shall not exceed 20 ft. to the inch; the maximum scale for plan drawings shall not exceed 50 ft. to the inch. The horizontal scale for profile drawings shall not exceed 50 ft. to the inch; the vertical scale shall not exceed 10 ft. to the inch. Indicate

both scales on the plan and profile drawings. The drawings shall be done in the half plan/half profile format. The size of the drawings shall be 23" x 36". All drawings in a set shall be the same size.

- ☐ d. The "As Built" street plan shall contain a certificate signed by the engineer responsible for the street design containing the following statement:  
 "I certify that the data reflected on this drawing has been verified in the field and to the best of my knowledge is accurate and correct." \_\_\_\_\_(Signature and seal).
4. **Compaction Test Results:** Compaction test will be required at intervals as determined by the site inspector. The test shall be made by a qualified testing laboratory at the contractor's expense and the test results submitted to the Site Development Section of the Department of Watershed Management for filing.
  5. **Maintenance Bonds for Sewer and Street Infrastructure Required:** The contractor shall provide 3 year maintenance bonds for sewer and street infrastructure installation after the completion of the work. During the 3 year period, the contractor shall make all repairs to the work which may be caused by, but not limited to , improper construction techniques, defective materials or workmanship, settlement of backfill or any other defect not caused by the natural or proper use of the work. The amount of the bond will be determined by the total cost of the infrastructure installation. The bond amount for sewer infrastructure shall be equal to 33% of the total construction costs. The amount of the bond for street infrastructure installation shall equal 100% of the cost of construction. The contractor shall perform any required repairs within 30 days of receiving written notice from the Commissioner of Watershed Management or his designee to do so. If, upon receiving proper notice, the contractor fails to repair the defects, the Commissioner, or his designee, may repair the defects or have the defects repaired and the City may recover the costs from the contractor's surety.
  6. **Inspector's Letter of Acceptance Required:** When a facility is inspected by a City of Atlanta Inspector, and in the opinion of the inspector, has been built in conformity with City of Atlanta Specifications and the approved plans, the inspector will write a letter to the Site Development Coordinator for filing.
  7. **Bureau of Traffic and Transportation Letter of Acceptance Required:** A letter from the Bureau of Traffic and Transportation will be required to verify that any required street lighting has been installed per the approved street lighting plan. The letter of acceptance shall be sent to the Site Development Coordinator for filing.
  8. **Television Inspection of Sanitary Sewer Mains Required:** Upon receiving the "as

built” drawings for the sanitary sewer mains, the Department of Watershed Management Inspector will request a television of all sanitary sewer mains installed as part of the subdivision. The results of the inspection shall be sent to the Site Development Section. If a favorable inspection is received, the final subdivision plat can receive Department of Watershed Management approval. If the television inspection reveals any defects in the sanitary sewer installation, the defects shall be repaired before Department approval can be given.